

CLERK

OVERVIEW

A clerk, under the general direction of the Chief Clerk and Judge of the Circuit Court, performs a variety of working-level legal procedures in trial court operations relating to the preparation and processing of court cases. This is a responsible position requiring a high degree of ability and comprehension. Travel for training and meetings may be required. These positions apply training and experience to accomplish the work of the court. These positions do not have budget authority.

ESSENTIAL FUNCTIONS/DUTIES (Depending on the practices of the particular Court office)

CASE MANAGEMENT (civil/stalking/family violence/criminal/traffic):

- Prepares, assembles, and checks court dockets; establishes and maintains case files; prepares and routes notices according to required procedures; calendars court dates and confirms court arrangements; notifies interested and concerned individuals regarding court proceedings
- Prepares documents for civil/stalking/family violence/traffic/criminal cases
- Takes understandable and legible notes of all court proceedings; operates automated court recording system and assures proceedings are recorded with minimal defects
- Enters and retrieves data through the case management system. Prepares record checks by searching indexes and/or documents to obtain and verify information,
- Performs follow-up work subsequent to court sessions; distributes judicial orders; posts information generated during court sessions to case files; prepares and routes copies, certified, if necessary, and maintains payment schedules
- Schedules and tracks deadlines to move cases forward and meet procedural requirements
- Issues subpoenas for law enforcement and witnesses
- Reviews, verifies and enters pertinent data into the case management system
- Processes bench warrants, petitions to revoke, and order to show cause documents; prepares transcripts for bound over cases and appeals; processes petitions, complaints, informations, pleadings, motions, subpoenas, remands, judgments, post judgment pleadings and all other orders made by the court; processes Failure to Appear notices, Non-Resident Violator Compact notices, and abstracts to the appropriate agencies
- Issues jury summons; maintains list and processes payments to jurors; sends copies of questionnaires to appropriate counsel
- Assists in preparation of files for storage, preparation of marital documents, drug court procedures and any other duty assigned
- Distributes the necessary legal papers to the correct people, making and coordinating appointments
- Verifies legitimacy of requests for access to court information, ensuring that confidential information is redacted from the public file
- Trains and backs up other new clerks

ACCOUNTING:

- Receives and receipts money by cash, check, money order, credit card or E-payment; balances cash drawer(s); posts transactions to appropriate accounts; disburses monies according to established procedures
- Prepares end of day report and balances daily receipts to report; prepares deposits and assures that deposits are taken to the bank daily; assists in end of month procedures as requested

COMMUNICATION:

- Ability to communicate effectively, verbally and in writing; establish and maintain effective working relationships with co-workers, public and various entities; follow written and oral instructions accurately; calmly resolve disputes with distressed customers both at counter and on the phone
- Efficiently collects, opens, sorts, distributes and/or sends postal mail, email or other information
- May be responsible for court correspondence

KNOWLEDGE/SKILLS:

- Appropriately maintain confidentiality of court records
- Ability to develop a good working knowledge of the case management system, and to assist with training employees on the case management system, court procedures, court documents, and file management
- Ability to organize and prioritize duties, handle multiple tasks at the same time and tolerate constant interruptions
- Ability to efficiently operate and maintain all office equipment
- Ability to become familiar with court policies and procedures, the Wyoming Statutes, legal terminology, legal concepts, principles and procedures

MINIMUM QUALIFICATIONS:

- High school graduate or GED equivalent with at least one year of clerical experience. Prefer experience as a legal secretary, assistant, or clerk with some bookkeeping
- Knowledge of general office procedures, proper grammar, spelling and punctuation

Employment is “at will.” The annual gross salary range for this position is \$37,000-\$39,000, depending on experience. State benefits are provided in addition to salary. A Judicial Branch Application Form is available at <http://www.courts.state.wy.us/Documents/Administration/wsc-app.pdf> . Please submit the completed application, along with a resume and cover letter, to the Natrona County Circuit Court, Attn: Debbie Meyer, 115 N. Center Street, Suite 400, Casper, WY 82601. Application, resume, and cover letter must be received by **December 9, 2016**.

The State of Wyoming is an Equal Opportunity Employer.